



# Incomplete Grade Request and Approval Form

A grade of "I" (incomplete) indicates that a student was unable to complete a course for nonacademic reasons acceptable to the Dean of Academic Affairs. Permission of the Dean must be obtained before a grade of I is recorded. All work necessary to remove the grade of incomplete must be completed by a mutually agreed-upon date, not to exceed the mid-term date of the following full semester as listed in the academic calendar. Failure to complete the coursework will result in an assigned grade of F in the course.

Term: Fall Spring Summer Year: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Course Name \_\_\_\_\_ Dept/Crs Number \_\_\_\_\_

Instructor Name \_\_\_\_\_

Justification for requesting incomplete (or attach documentation):

Coursework to be completed by student (or attach list):

Deadline to submit coursework if date is earlier than published date: \_\_\_\_\_

I understand that if I do not meet the terms of this agreement, my grade will be changed to an F.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OR** Student unavailable/unable to sign form. Date emailed to student: \_\_\_\_\_

Instructor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Academic Affairs Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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\_\_\_\_ Student has completed all coursework. Grade should be changed from an I to \_\_\_\_.

\_\_\_\_ Student has not completed all coursework. Grade should be changed from an I to an F.

Instructor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Academic Affairs Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Registrar's Use Only

Date received: \_\_\_\_\_

Academic Standing

Date processed: \_\_\_\_\_

Student/Instructor/FA